

Retention and Classification Report

Agency: Provo (Utah). Police Department (807)

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Records Officer Rebecca Gurr

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AGENCY: Provo (Utah). Police Department

SERIES: 13502

3

TITLE: Animal control reports

DATES: 1980-

ARRANGEMENT: none

DESCRIPTION:

These reports are compiled monthly to show the activity of animal control operations. They may include date, statistical information for each officer involved in the pickup of stray dogs or cats, and other animal impounds; injured animals; dead animals; home or other quarantines; total animals handled; licenses sold; total citations issued; warnings issued; response to calls; and total miles patrolled. These reports list the number of dogs, cats and other animals received, redeemed, sold, given away, destroyed, and total animals on hand at the first and end of each month.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 67.

AUTHORIZED: 02/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

Microfilm master: Retain in State Records Center for 5 years and then destroy.

Microfilm duplicate: Retain in Office for 5 years and then destroy.

APPRAISAL:

AGENCY: Provo (Utah). Police Department

SERIES: 13502

TITLE: Animal control reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo (Utah). Police Department

SERIES: 17812

3

TITLE: Arrest tickets

DATES: 1951-

ARRANGEMENT:

DESCRIPTION:

These are forms used to report arrests made by the police department. They usually include complete information and description of person arrested, date, arrest time, arrest location, charges, description of offense, witnesses, victims, suspects, and name of officer(s) making arrest. Sometimes report is a multi-part form, with a copy sent to the county jail.

RETENTION:

Retain 5 years if not part of case file

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 3.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 5 years and then destroy.

Microfilm duplicate: Retain in State Records Center for 5 years and then destroy.

AGENCY: Provo (Utah). Police Department

SERIES: 17812

TITLE: Arrest tickets

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. Initial Contact Report (UCA 63G-2-301(2)(g) (2008))

AGENCY: Provo (Utah). Police Department

SERIES: 85195

3

TITLE: Case reports

DATES: 1980-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These are reports of crimes and other cases investigated by the police department. They contain all information as to the "who, what, where, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The Supplemental Continuation Reports are used to provide additional information concerning a police investigation. The reports are usually filed by case number and are frequently part of the case file. They are also called Incident Reports or Offense Reports.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 7.

AUTHORIZED: 06/05/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 5 years.

Microfilm duplicate: Retain in Office for 5 years.

AGENCY: Provo (Utah). Police Department

SERIES: 85195

TITLE: Case reports

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Protected

AGENCY: Provo (Utah). Police Department

SERIES: 27178

3

TITLE: Expungement Files

DATES: 1960 -

ARRANGEMENT: alphabetical

DESCRIPTION:

"A person who has been convicted of any crime except a capital felony, first degree felony or second degree felony within this state may petition the convicting court for an expungement and for sealing of his record in that court." If petition is approved, the court "shall enter an order that all records in the petitioner's case in the custody of that court or in the custody of any other court, agency or official be sealed." The petitioner "shall distribute the orders of expungement and sealing to all affected agencies." The sealed file includes the expunged records and court order. The Utah Bureau of Criminal Identification shall "keep, index, and maintain all expunged and sealed records of arrests and convictions" (UCA 77-18-15(1) (1997)).

RETENTION:

Retain 80 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 21.

AUTHORIZED: 01/15/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 week and then transfer to State Records Center. Retain in State Records Center for 80 years and then destroy.

AGENCY: Provo (Utah). Police Department

SERIES: 27178

TITLE: Expungement Files

(continued)

APPRAISAL:

Legal

AGENCY: Provo (Utah). Police Department

SERIES: 85107

3

TITLE: Incident reports

DATES: i 1973-

ARRANGEMENT: Numerical by case number.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

A report of all police calls. Includes location, date, time, type of incident, persons involved, disposition, remarks, officer's name and number, and case number.

RETENTION:

Retain 5 years if not part of case file.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 63.

AUTHORIZED: 03/27/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

Microfilm master: Retain in Archives for 5 years and then destroy.

APPRAISAL:

AGENCY: Provo (Utah). Police Department

SERIES: 85107

TITLE: Incident reports

(continued)

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301(2)(g) (2008)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(9) (2008)

AGENCY: Provo (Utah). Police Department

SERIES: 17811

3

TITLE: Initial case reports

DATES: 1974-

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the initial written or recorded reports that are made by police officers describing actions initially taken in response to a complaint or the discovery of an apparent violation of law. The reports may contain "the dates, time, location, and nature of the complaint, the incident, or offense; names of victims; the nature or general scope of the agency's initial actions taken in response to the incident; the general nature of any injuries or estimate of damages sustained in the incident; the name, address, and other identifying information about any person arrested or charged in connection with the incident; or the identity of the public safety personnel (except undercover personnel) or prosecuting attorney involved in responding to the initial incident" (UCA 63-2-103(12)(a)). These reports do not include follow-up or investigative reports prepared after this initial report. Please also see Schedule 21, Item #3 "Arrest Reports."

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 63.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy provided not

AGENCY: Provo (Utah). Police Department

SERIES: 17811

TITLE: Initial case reports

(continued)

part of a case file.

Microfilm master: Retain in State Records Center for 5 years and then destroy.

Microfilm duplicate: Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301(2)(g) (2008)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(9) (2008)

AGENCY: Provo (Utah). Police Department

SERIES: 17814

3

TITLE: Offense reports

DATES: 1973-

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are complete histories of arrested individuals which provide complete name, alias or nickname, residence, complete physical description, date of arrest, offense committed, and occupation. It may also contain fingerprint cards and mug shots. Since the Bureau of Criminal Identification maintains the record copy of Criminal History Records until individual's death or seventy-five years, an individual agency maintains one at its own discretion.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 12.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy provided no further arrest or until administrative need ends.

APPRAISAL:

AGENCY: Provo (Utah). Police Department

SERIES: 17814

TITLE: Offense reports

(continued)

PRIMARY CLASSIFICATION:

Exempt UCA 53-5-214 (2008)

AGENCY: Provo (Utah). Police Department

SERIES: 13503

3

TITLE: Personnel records

DATES: 1967-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a report of daily activity per work shift per officer. It is used to compile annual reports and for planning and budgeting purposes. It usually includes date, case number, case type, but may also show officer's name, shift, vehicle number, total hours on and off duty, administrative time, and investigative time.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 3.

AUTHORIZED: 05/18/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

Microfilm master: Retain in Archives for 2 years and then destroy.

APPRAISAL:

AGENCY: Provo (Utah). Police Department

SERIES: 13503

TITLE: Personnel records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo (Utah). Police Department

SERIES: 6214

3

TITLE: Police index cards

DATES: 1962-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

This is an alphabetical index of names which contain information on each individual having been interrogated, arrested, or named as a suspect or accomplice in a crime, and the names of victims, complainants and witnesses to police incidents. It includes information on arrested persons (cross referenced by aliases), complainants, witnesses, and victims (providing name, address, date of birth, race, and sex), incident date, incident type, names of persons and businesses in contact with the police departments, notice of content, and report of recorded event.

RETENTION:

Retain 1 year.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 35.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then destroy.

Microfilm master: Retain in Office until administrative need ends.

Microfilm duplicate: Retain in Office for 1 year or until

AGENCY: Provo (Utah). Police Department

SERIES: 6214

TITLE: Police index cards

(continued)

administrative need ends..

APPRAISAL:

PRIMARY CLASSIFICATION:

Private

AGENCY: Provo (Utah). Police Department

SERIES: 6213

3

TITLE: Police records index

DATES: 1967-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

This is an alphabetical index of names which contain information on each individual having been interrogated, arrested, or named as a suspect or accomplice in a crime, and the names of victims, complainants and witnesses to police incidents. It includes information on arrested persons (cross referenced by aliases), complainants, witnesses, and victims (providing name, address, date of birth, race, and sex), incident date, incident type, names of persons and businesses in contact with the police departments, notice of content, and report of recorded event.

RETENTION:

Retain Until obsolete, superseded, or administrative value ends.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 35.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until obsolete, superseded, or administrative value ends and then destroy.

APPRAISAL:

AGENCY: Provo (Utah). Police Department

SERIES: 6213

TITLE: Police records index

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Provo (Utah). Police Department

SERIES: 2206

3

TITLE: Property reports

DATES: 1984-

ARRANGEMENT: Numerical by property report number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are a "proper record" of custodial property that are required to be maintained by peace officers in accordance with UCA 77-24-1.5 (1997). These records must include the name of the owner of custodial property (if known) and the case for which it was taken or received.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 40.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 3 years after return or disposal of property and then destroy.

Microfilm duplicate: Retain in Office for 3 years and then destroy.

AGENCY: Provo (Utah). Police Department

SERIES: 2206

TITLE: Property reports

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo (Utah). Police Department

SERIES: 17813

1

TITLE: Special investigating task force

DATES: 1974-

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.